

To: Children's Hospitals CEOs, CFOs, Finance Staff and Government Relations Staff

**From: Ayah E. Johnson, Ph.D., Chief, Graduate Medical Education (GME) Branch,
Division of Medicine and Dentistry, Bureau of Health Professions, Health
Resources and Services Administration**

**Subject: Announcement of Children's Hospitals GME Payment Program Technical
Assistance Workshops for Federal Fiscal Years (FFYs) 2001 and 2002
Applications**

As part of our continuing effort to provide eligible children's hospitals with the technical assistance needed to qualify for and receive CHGME Payment Program funds, the GME Branch is pleased to announce that it will host four one-day technical assistance workshops for the FFY 2001 and 2002 application cycles. The workshops will be held on June 18, June 22, July 10 and July 13, 2001 at the Department of Health and Human Services (DHHS), Health Resources and Services Administration (HRSA), Parklawn Building, 3rd Floor Conference Center at 5600 Fishers Lane in Rockville, Maryland.

The workshops are open to all interested parties. The workshops are designed to provide those individuals, responsible for the data collection and completion of CHGME application materials, with the resources, references and tools needed to successfully participate in and complete the application process. An agenda is enclosed for your reference.

Participants will receive a CHGME Payment Program reference manual. Participants will also have an opportunity to consult with program staff regarding hospital-specific issues. All eligible hospitals, including those that participated in workshops last year, are strongly encouraged to attend.

Interested parties should **print and complete the registration form and fax it to (301) 443-1879**. A separate registration form must be completed for each participant. Hospitals are encouraged to register early as seating is limited and will be assigned on a first-come, first-served basis. **Registration forms will not be accepted after May 25, 2001**. Participants will be registered based upon their noted preferences and seat availability. Participants will receive a workshop confirmation notice, via email, within 2-4 business days of receipt of their completed registration form. Workshop participants are asked to bring the following materials with them to the conference: a calculator; their hospital's full-time equivalent (FTE) data; and their hospital's Medicare cost reports (or equivalent) for cost reporting periods ending in 1996, 1997, 1998, 1999 and 2000. Workshops with fewer than five registrants will be cancelled. Registrants for those dates will be contacted and will have the opportunity to register for another workshop date. Cancellations must be received by June 1, 2001 for the June 18th and 22nd workshops and June 15, 2001 for the July 10th and 13th workshops.

An information sheet including local hotel accommodations and travel information is included for your reference. Individuals with special needs may contact the GME Branch at (301) 443-1058.

We look forward to your participation.

Attachments

Children's Hospitals Graduate Medical Education Payment Program 2001 Technical Assistance Workshop

Agenda

8:00 – 8:30 AM	Continental Breakfast/Registration
8:30 – 8:40 AM	Opening Remarks
8:40 – 10:00 AM	CHGME Federal Statutes CHGME FFY2001 Application Process and Deadlines Determination of Weighted Number of FTE Residents
10:00 – 10:15 AM	Break
10:15 – 12:00 PM	Determination of Weighted Number of FTE Residents continued Direct Medical Education (DME) Formula and Calculation Case Study and Group Exercise
12:00 – 1:10 PM	Lunch (on your own)
1:10 – 2:10 PM	Indirect Medical Education (IME) Data Related to the Teaching of Residents IME Formula and Calculation
2:10 – 2:20 PM	Break
2:20 – 3:45 PM	IME Formula and Calculation continued Case Study and Group Exercise Government Performance Reporting Act (GPRA) Measures Hospital Assurances, Certifications and Other Requirements
3:45 - 4:30 PM	GME Branch staff members available to provide one-on-one assistance
4:30 PM	Workshop Concludes

Special Note:

This agenda provides an overview of the topics that will be covered in-depth during the workshop and their application to the CHGME Payment Program. We will address throughout the workshop: use of Medicare cost reports or their equivalent and CHGME Payment Program deviation from Medicare rules and regulations.

This document is subject to change.

Children's Hospitals Graduate Medical Education Payment Program 2001 Technical Assistance Workshop

Registration Form

*A separate registration form must be completed for each participant.
Registration forms will not be accepted after May 25, 2001.*

*Cancellations must be received by June 1, 2001 for the June 18th and 22nd workshops.
Cancellations must be received by June 15, 2001 for July 10th and 13th workshops.*

Name of Participant:			
Title:			
Your role in your organization as it pertains to the CHGME Payment Program (please check all that apply):		I collect the necessary data and prepare our Medicare cost reports.	
		I collect the necessary data and prepare our CHGME program application.	
		Other (please specify):	
Hospital / Organization:			
Street Address:			
City, State and Zip Code:			
E-mail Address:			
Phone Number:			
Fax Number:			
Workshop Date*: Seating is limited. Please rank your preferences 1 through 4 with "1" being your 1 st choice.		June 18, 2001 (Conference Room C)	
		June 22, 2001 (Conference Room C)	
		July 10, 2001 (Conference Room B)	
		July 13, 2001 (Conference Room C)	

* **Location of workshops:** All workshops will be held in the conference room specified at the DHHS, HRSA, Parklawn Building, 3rd Floor at 5600 Fishers Lane in Rockville, Maryland.

** **Meals:** **Breakfast:** A continental breakfast will be provided from 8:00 am to 8:30 am at no charge.
Lunch: Participants are on their own for lunch. The Parklawn Building offers a full-service cafeteria.

Children's Hospitals Graduate Medical Education Payment Program 2001 Technical Assistance Workshop

Hotel and Travel Information

Airports Servicing the Washington Metropolitan Area (WMA):

The following airports service the WMA:

Baltimore-Washington International Airport (Maryland)
Dulles International Airport (Virginia)
Ronald Reagan National Airport (District of Columbia/Northern Virginia)

Driving Directions:

All workshops will be held in the conference room specified at the Department of Health and Human Services, Health Resources and Services Administration, Parklawn Building, 3rd Floor at 5600 Fishers Lane in Rockville, Maryland. The Parklawn Building is located approximately ¾ mile east of the Rockville Pike (Route 355) and Twinbrook Parkway intersection.

Driving directions may be obtained from www.mapquest.com.

Hotel Accommodations:

Hotel	Location	1-800 and Local Phone Numbers
Best Western	1251 W. Montgomery Avenue Rockville, MD 20852	800-937-8376 301-424-4940
Doubletree Hotel	1750 Rockville Pike Rockville, MD 20852	800-222-8733 301-468-1100
Park Inn	11410 Rockville Pike Rockville, MD 20852	800-752-3800 301-881-5200
The Pavilion Hotel	5901 Montrose Road Rockville, MD 20852	800-232-3302 301-881-1200

Parking Information:

The number of parking lots, allowing daily parking, close to the Parklawn Building is limited. The following is a list of parking lots close to the Parklawn Building that have indicated that they provide daily parking:

Parking Lot	Location	Phone Number
Parklawn Building Visitors Parking Lot	Fishers Lane (end of street on the left)	n/a
Metro (subway) Parking	Twinbrook Parkway and Parklawn Drive	n/a
Young's Auto Service	12370 Parklawn Drive	(301) 468-3505
Altman's Parking	12270 Parklawn Drive	(202) 337-1006

Hotel and Travel Information continued.

Ground and Public Transportation:

Ground transportation including shuttle-bus and taxi service is available at all local airports.

Metrorail (subway) service is available from Ronald Reagan National Airport. Take Metrorail's Red Line service to the Twinbrook Station. Shuttle/Taxi service is available from the Twinbrook Station to the Parklawn Building. The Doubletree Hotel is within walking distance of the Station.

Security Clearance and Access to the Parklawn Building:

Upon your arrival to the main entrance at 5600 Fishers Lane proceed to the security desk located just inside the entrance. You will be required to provide the security officer with photo identification (i.e. driver's license). Inform the security officer that you are participating in a HRSA workshop hosted by the GME Branch of the Division of Medicine and Dentistry, Bureau of Health Professions. The Security Department will have the list of workshop attendees. However, should you have difficulties gaining entrance to the building, Security may contact the GME Branch at (301) 443-1058 for clearance.

Upon clearance by Security, you should proceed to the "B" wing hallway (located to your right and then immediate left) upon proceeding through the metal detectors. When you reach the end of the "B" wing, take the elevators to the 3rd floor. When exiting the elevators, make a right. The conference rooms are located down this corridor.